DOCUMENT RESUME

ED 027 409 VT 007 784

A Guide to Child-Labor Provisions of the Fair Labor Standards Act as Amended in 1966. Child Labor Bulletin No. 101.

Department of Labor, Washington, D.C. Wage and Hour and Public Contracts Div.
Report No-WHPC Pub-1177
Pub Date Jan 67
Note-30p.
Available from-Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L22.14;101/13, $0.20).
EDRS Price MF-$0.25 HC Not Available from EDRS.
Descriptors-Apprenticeships, *Child Labor Laws, Cooperative Education, *Employment Practices, Federal Laws, *Federal Legislation, *Vocational Education, Work Experience Programs, *Youth Employment
Identifiers-*Fair Labor Standards Act

This amended guide to the Child-Labor Provisions of the Fair Labor Standards Act contains general information useful to employers and coordinators of cooperative and work experience programs involving employment of youth under 18 years of age. Included in the document are provisions relating to: (1) age standards, (2) coverage of the Act, (3) exemptions from the Act, (4) hazardous occupations, (5) employment during school hours, (6) age certification, (7) violation penalties, and (8) other applicable laws. Exemptions to some of the non-agricultural hazardous occupations orders are provided for apprentices and student learners under specified conditions. The student learners must be enrolled in a cooperative vocational training program under a recognized state or local education authority or in a substantially similar program conducted by a private school; the student learner must be employed under a written agreement for which specifications are provided. Offices where additional information may be obtained are included as a supplementary listing. (DM)

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CHILD LABOR BULLETIN NO. 101

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A Guide to

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

CHILD-LABOR PROVISIONS

OF THE FAIR LABOR STANDARDS ACT

AS AMENDED IN 1966

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

WAGE AND HOUR and PUBLIC CONTRACTS DIVISIONS
U.S. DEPARTMENT OF LABOR

THIS PUBLICATION HAS
BEEN AMENDED BY
SUPPLEMENTAL INSERT

United States Department of Labor

Wage and Hour and Public Contracts Divisions

WHPC Publication 1177
Printed January 1967

CHILD-LABOR BULLETIN No. 101

Revised

The Fair Labor Standards Act, in addition to its basic minimum wage and overtime provisions, contains provisions relating especially to child labor.

This booklet has been developed as a guide to these provisions. Further information may be obtained from the various offices of the Wage and Hour and Public Contracts Divisions located throughout the United States and Puerto Rico. A list of these offices is printed on pages 29 and 30.

This pamphlet contains only general information on the child-labor provisions of the Fair Labor Standards Act and is not to be considered in the same light as official statements of position formally adopted and published in the Federal Register.

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402 - Price 15 cents

CHILD LABOR BULLETIN NO. 101

MODIFICATION OF CERTAIN CHILD LABOR STANDARDS

Modifications of Hazardous Occupations Orders Nos. 2 and 7 and Child Labor Regulation No. 3, made by the Secretary of Labor and effective November 1, 1967, provide the following changes in these standards:

Hazardous Occupations Order No. 2 - Minors 16 and 17 years of age may be employed as helpers on motor vehicles provided they ride inside the cab. In passenger type motor vehicles they must ride inside the vehicle.

Minors 16 and 17 may be employed as drivers of motor vehicles on private property other than in or about any mine (including open pit mines or quarries), places where logging or sawmill operations are in progress, or in any excavation operations subject to Hazardous Occupations Order No. 17.

Hazardous Occupations Order No. 7 - Employed minors 16 and 17 years of age are permitted to operate and ride on automatic and automatic signal operation passenger, freight, and combination passenger-freight elevators that meet certain requirements such as, but not limited to, being enclosed and having interlocking doors.

Child Labor Regulation No. 3 - Employed minors 14 and 15 years of age may work between the hours of 7 a.m. and 9 p.m. from June 1 through Labor Day subject to other limitations in the Order. For all other periods the present standard which prohibits employment before 7 a.m. or after 7 p.m. is applicable.

A special exception is provided which permits enrollees in the "in school" program of the Neighborhood Youth Corps to work during school hours if the employer has on file a written statement signed by the Administrator of the Bureau of Work Programs or his representative and countersigned by the principal of the school attended by the minor indicating that such employment will not interfere with the child's health and well-being or interfere with his schooling.

This material is for use until such time as the revised copies of Child Labor Bulletin No. 101 are available.

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UNITED STATES DEPARTMENT OF LABOR
W. WILLARD WIRTZ, *Secretary*

WAGE AND HOUR AND PUBLIC CONTRACTS DIVISIONS
Clarence T. Lundquist, *Administrator*

Note to Employers

Unless otherwise exempt, a covered minor employee must be paid in accordance with the statutory minimum wage and overtime provisions of the Act.

OPPRESSIVE CHILD LABOR IS DEFINED AS EMPLOYMENT OF CHILDREN UNDER THE LEGAL MINIMUM AGES

AGE STANDARDS

16—BASIC MINIMUM AGE FOR EMPLOYMENT

At 16 years of age young people *may be employed in any occupation* other than a nonagricultural occupation declared hazardous by the Secretary of Labor. There are no other restrictions. If not contrary to State or local law, young people of this age may be employed during school hours, for any number of hours, and during any periods of time.

18—MINIMUM AGE FOR EMPLOYMENT IN NONAGRICULTURAL OCCUPATIONS DECLARED HAZARDOUS BY THE SECRETARY OF LABOR (*see p.* —)

16—MINIMUM AGE FOR EMPLOYMENT IN AN AGRICULTURAL OCCUPATION DECLARED HAZARDOUS BY THE SECRETARY OF LABOR

14—MINIMUM AGE FOR SPECIFIED OCCUPATIONS OUTSIDE SCHOOL HOURS

Employment of 14- and 15-year-old youths is limited to certain occupations outside school hours only and under specified conditions of work as set forth in Child Labor Regulation No. 3 (see p. 24).

COVERAGE OF THE CHILD LABOR PROVISIONS

Employment . . .

IN OR ABOUT AN ESTABLISHMENT PRODUCING GOODS FOR COMMERCE

Producers, manufacturers, or dealers are prohibited from shipping or delivering for shipment in interstate or foreign commerce any goods produced in an establishment in or about which oppressive child labor has been employed within 30 days prior to the removal of the goods. It is not necessary for the employee to be working on the goods that are removed for shipment in order to be covered.

IN COMMERCE

Employees engaged in interstate or foreign commerce are covered. This includes, among others, workers in the telephone, telegraph, radio, television, importing, exporting, and transportation industries;

employees in distributing industries, such as wholesaling, who handle goods moving in interstate or foreign commerce, as well as workers who order, receive, or keep records of such goods; and clerical and other workers who regularly use the mails, telephone, and telegraph for interstate or foreign communication.

IN THE PRODUCTION OF GOODS FOR COMMERCE

Employees who work in places that produce goods for interstate or foreign commerce, such as manufacturing establishments, oil fields, mines; or in occupations that are closely related or directly essential to the production of such goods are covered.

IN AN ENTERPRISE ENGAGED IN COMMERCE

Employees employed in certain enterprises, as that term is defined in the act, which are engaged in interstate or foreign commerce or in the production of goods for such commerce are covered. Included in this category are such establishments as hotels, motels, restaurants, hospitals, laundries and dry cleaning establishments, institutions for the resident care of the sick or aged, other retail and service establishments, and schools.

The child labor provisions apply to an enterprise even though a business unit of such establishment is exempt under section 13 from the monetary provisions of the act.

EXEMPTIONS FROM THE CHILD-LABOR PROVISIONS OF THE ACT

THE CHILD-LABOR PROVISIONS DO NOT APPLY TO:

Children under 16 years of age employed by their parents in *agriculture* or in nonagricultural occupations *other than* manufacturing or mining occupations or occupations declared hazardous for minors under 18.

Children under 16 years of age employed by other than their parents in *agriculture*, *if* the occupation has *not* been declared hazardous and the employment is *outside the hours schools are in session* in the district where the minor lives while working. (Sixteen is the minimum age for agricultural employment declared hazardous and agricultural employment during such school hours, as explained more fully in Child Labor Bulletin No. 102.)

Children employed as *actors* or *performers* in motion picture, theatrical, radio, or television productions.

Children engaged in the *delivery* of *newspapers* to the consumer.

Homeworkers engaged in the *making of wreaths* composed principally of natural holly, pine, cedar, or other evergreens (including the harvesting of the evergreens).

HAZARDOUS OCCUPATIONS

The Fair Labor Standards Act provides a minimum age of 18 years for any *nonagricultural* occupation which the Secretary of Labor "shall find and by order declare" to be particularly hazardous for 16- and 17-year-old persons, or detrimental to their health and well-being.

A 16-year minimum age applies to any agricultural occupation that the Secretary of Labor "finds and declares" to be particularly hazardous for the employment of children under 16.

Determination of hazardous occupations is made after careful investigation by the U.S. Department of Labor's Bureau of Labor Standards of the occupations to be included within the scope of the investigation. During such an investigation, trained personnel gather statistical data on industrial injuries, visit typical plants to observe the occupations and their hazards under actual operating conditions, and seek the opinion and advice of safety engineers, plant supervisors, trade association officials, union leaders, and State factory inspectors, as well as experts from industrial accident commissions and agencies of the Federal Government. A preliminary report is prepared on the basis of the investigation and is submitted for comment and suggestion to a technical advisory committee appointed from the ranks of employers, associations, trade unions, and experts in the particular field under consideration. After comments and suggestions have been received from the advisory committee, the report is revised and a proposed finding and order, if justified, is prepared.

Upon issuance and publication of the proposed finding and order, opportunity is given for any interested party to make objection to or to suggest revisions in the order at a public hearing. Objections and suggested revisions are carefully considered and, if they are found to be justified, the proposed order is revised. Thereafter, if warranted, the order is adopted and issued by the Secretary of Labor. Once issued, the orders have the force of law, and a violation of their provisions constitutes a violation of the child-labor provisions of the Fair Labor Standards Act.

The 17 hazardous occupations orders now in effect apply either on an industry basis, specifying the occupations in the industry that are not covered, or on an occupational basis irrespective of the industry in which found. Investigations and procedures followed in determining hazardous occupations in agricultural employment are similar to those described in connection with industry.

EXEMPTIONS:

Nonagricultural Hazardous Occupations Orders Nos. 5, 8, 10, 12, 14, 16 and 17 contain exemptions for apprentices and student learners provided they are employed under the following conditions:

I. *Apprentices:* (1) The apprentice is employed in a craft recognized as an apprenticeable trade; (2) the work of the apprentice

in the occupations declared particularly hazardous is incidental to his training; (3) such work is intermittent and for short periods of time and is under the direct and close supervision of a journeyman as a necessary part of such apprentice training; and (4) the apprentice is registered by the Bureau of Apprenticeship and Training of the U.S. Department of Labor as employed in accordance with the standards established by that Bureau, or is registered by a State agency as employed in accordance with the standards of the State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, or is employed under a written apprenticeship agreement and conditions which are found by the Secretary of Labor to conform substantially with such Federal or State standards.

II. *Student-Learners:* (1) The student-learner is enrolled in a course of study and training in a cooperative vocational training program under a recognized State or local educational authority or in a course of study in a substantially similar program conducted by a private school; and (2) such student-learner is employed under a written agreement which provides: (i) That the work of the student-learner in the occupations declared particularly hazardous shall be incidental to his training; (ii) that such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person; (iii) that safety instructions shall be given by the school and correlated by the employer with on-the-job training; and (iv) that a schedule of organized and progressive work processes to be performed on the job shall have been prepared. Each such written agreement shall contain the name of the student-learner, and shall be signed by the employer and the school coordinator or principal. Copies of each agreement shall be kept on file by both the school and the employer. This exemption for the employment of student-learners may be revoked in any individual situation where it is found that reasonable precautions have not been observed for the safety of minors employed thereunder.

In the event a student-learner graduates from high school before he becomes 18 years old, the agreement may continue until he reaches 18 *provided* the coordinator makes periodic visits to the place of employment to be sure safety practices are observed, and gives the minor safety, related, and technical instruction.

HAZARDOUS OCCUPATIONS ORDERS IN NONAGRICULTURAL OCCUPATIONS

Those occupations declared to be particularly hazardous for minors between 16 and 18 years of age (also for minors 14 and 15) are in-

cluded in the seventeen Hazardous Occupations Orders listed below:

(1) Occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components. (p. 9)
(2) Occupations of motor-vehicle driver and helper. (p. 11)
(3) Coal-mine occupations. (p. 11)
(4) Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill. (p. 11)
(5) Occupations involved in the operation of power-driven woodworking machines. (p. 13)
(6) Occupations involving exposure to radioactive substances and to ionizing radiations. (p. 14)
(7) Occupations involved in the operation of elevators and other power-driven hoisting apparatus. (p. 15)
(8) Occupations involved in the operation of power-driven metal forming, punching, and shearing machines. (p. 20)
(9) Occupations in connection with mining, other than coal. (p. 17)
(10) Occupations in or about slaughtering and meat-packing establishments and rendering plants. (p. 18)
(11) Occupations involved in the operation of certain power-driven bakery machines. (p. 19)
(12) Occupations involved in the operation of certain power-driven paper-products machines. (p. 20)
(13) Occupations involved in the manufacture of brick, tile, and kindred products. (p. 21)
(14) Occupations involved in the operation of circular saws, band saws, and guillotine shears. (p. 21)
(15) Occupations involved in wrecking, demolition, and ship-breaking operations. (p. 22)
(16) Occupations involved in roofing operations. (p. 23)
(17) Occupations in excavation operations. (p. 23)

TEXT OF THE HAZARDOUS OCCUPATIONS ORDERS IN NONAGRICULTURAL OCCUPATIONS

MANUFACTURING OR STORAGE OCCUPATIONS INVOLVING EXPLOSIVES (ORDER NO. 1)

The following occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components:

(1) All occupations in or about any plant or establishment (other than retail establishments or plants or establishments of the type described in subparagraph 2 of this paragraph) manu-

facturing or storing explosives or articles containing explosive components except where the occupation is performed in a "non-explosives area" as defined in subparagraph (3) of this section.

(2) The following occupations in or about any plant or establishment manufacturing or storing small arms ammunition not exceeding .60 caliber in size, shotgun shells, or blasting caps when manufactured or stored in conjunction with the manufacture of small-arms ammunition:

(a) All occupations involved in the manufacturing, mixing, transporting, or handling of explosive compounds in the manufacture of small-arms ammunition and all other occupations requiring the performance of any duties in the explosives area in which explosive compounds are manufactured or mixed.

(b) All occupations involved in the manufacturing, transporting, or handling of primers and all other occupations requiring the performance of any duties in the same building in which primers are manufactured.

(c) All occupations involved in the priming of cartridges and all other occupations requiring the performance of any duties in the same workroom in which rim-fire cartridges are primed.

(d) All occupations involved in the plate loading of cartridges and in the operation of automatic loading machines.

(e) All occupations involved in the loading, inspecting, packing, shipping and storing of blasting caps.

Definitions

The term "plant or establishment manufacturing or storing explosives or articles containing explosive components" means the land with all the buildings and other structures thereon used in connection with the manufacturing or processing or storing of explosives or articles containing explosive components.

The terms "explosives" and "articles containing explosive components" mean and include ammunition, black powder, blasting caps, fireworks, high explosives, primers, smokeless powder, and all goods classified and defined as explosives by the Interstate Commerce Commission in regulations for the transportation of explosives and other dangerous substances by common carriers (49 CFR Parts 71–78) issued pursuant to the Act of June 25, 1948 (62 Stat. 739; 18 U.S.C. 835).

(3) An area meeting all of the following criteria shall be deemed a "nonexplosives area":

(a) None of the work performed in the area involves the handling or use of explosives;

(b) The area is separated from the explosives area by a distance not less than that prescribed in the American Table of Distances for the protection of inhabited buildings;
(c) The area is separated from the explosives area by a fence or is otherwise located so that it constitutes a definite designated area; and
(d) Satisfactory controls have been established to prevent employees under 18 years of age within the area from entering any area in or about the plant which does not meet criteria (a) through (c).

(Effective July 1, 1939. Amended February 13, 1943, and June 12, 1952.)

MOTOR VEHICLE OCCUPATIONS (ORDER NO. 2)

The occupations of motor-vehicle driver and helper.

Definitions

The term "motor vehicle" shall mean any automobile, truck, truck-tractor, trailer, semitrailer, motorcycle, or similar vehicle propelled or drawn by mechanical power, and designed for use as a means of transportation but shall not include any vehicle operated exclusively on rails.

The term "driver" shall mean any individual who, in the course of his employment, drives a motor vehicle at any time.

The term "helper" shall mean any individual, other than a driver, whose work includes riding on a motor vehicle for the purpose of assisting in transporting or delivering goods, but shall not apply to an individual riding in a passenger-type motor vehicle.

(Effective January 1, 1940. Amended May 16, 1955.)

COAL MINE OCCUPATIONS (ORDER NO. 3)

All occupations in or about any coal mine, except the occupation of slate or other refuse picking at a picking table or picking chute in a tipple or breaker and occupations requiring the performance of duties solely in offices or in repair or maintenance shops located in the surface part of any coal-mining plant.

Definitions

The term "coal" shall mean any rank of coal, including lignite, bituminous, and anthracite coals.

The term "all occupations in or about any coal mine" shall mean all types of work performed in any underground working, open pit, or surface part of any coal-mining plant that contributes to the extraction, grading, cleaning, or other handling of coal.

(Effective September 1, 1940.)

LOGGING AND SAWMILLING OCCUPATIONS (ORDER NO. 4)

All occupations in logging and all occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill except the following:

(1) Exceptions applying to logging:

(a) Work in offices or in repair or maintenance shops.

(b) Work in the construction, operation, repair, or maintenance of living and administrative quarters of logging camps.

(c) Work in timber cruising, surveying, or logging-engineering parties; work in the repair or maintenance of roads, railroads, or flumes; work in forest protection, such as clearing fire trails or roads, piling and burning slash, maintaining fire-fighting equipment, constructing and maintaining telephone lines, or acting as fire lookout or fire patrolman away from the actual logging operations: *Provided*, that the provisions of this paragraph shall not apply to the felling or bucking of timber, the collecting or transporting of logs, the operation of power-driven machinery, the handling or use of explosives and work on trestles.

(d) Peeling of fence posts, pulpwood, chemical wood, excelsior wood, cordwood, or similar products, when not done in conjunction with and at the same time and place as other logging occupations declared hazardous by this section.

(e) Work in the feeding or care of animals.

(2) Exceptions applying to the operation of any permanent sawmill or the operation of any lath mill, shingle mill, or cooperage-stock mill: *Provided*, that these exceptions do not apply to a portable sawmill the lumber yard of which is used only for the temporary storage of green lumber and in connection with which no office or repair or maintenance shop is ordinarily maintained: and *Further provided*, that these exceptions do not apply to work which entails entering the sawmill building:

(a) Work in offices or in repair or maintenance shops.

(b) Straightening, marking, or tallying lumber on the dry chain or the dry drop sorter.

(c) Pulling lumber from the dry chain.

(d) Clean-up in the lumberyard.

(e) Piling, handling, or shipping of cooperage stock in yards or storage sheds, other than operating or assisting in the operation of power-driven equipment.

(f) Clerical work in yards or shipping sheds, such as done by ordermen, tallymen, and shipping clerks.

Definitions

The term "all occupations in logging" shall mean all work performed in connection with the felling of timber; the bucking or converting of timber into logs, poles, piles, ties, bolts, pulpwood, chemical wood, excelsior wood, cordwood, fence posts, or similar products; the collecting, skidding, yarding, loading, transporting, and unloading of such products in connection with logging; the constructing, repairing, and maintaining of roads, railroads, flumes, or camps used in connection with logging; the moving, installing, rigging, and maintenance of machinery or equipment used in logging; and other work performed in connection with logging. The term shall not apply to work performed in timber culture, timber-stand improvement, or in emergency firefighting.

The term "all occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill" shall mean all work performed in or about any such mill in connection with storing of logs and bolts; converting logs or bolts into sawn lumber, laths, shingles, or cooperage stock; storing, drying, and shipping lumber, laths, shingles, cooperage stock, or other products of such mills; and other work performed in connection with the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill. The term shall not include work performed in the planing-mill department or other remanufacturing departments of any sawmill, or in any planing mill or remanufacturing plant not a part of a sawmill.

(Effective August 1, 1941. Amended September 12, 1942; June 25, 1943; October 18, 1944; September 11, 1946; and February 2, 1948.)

POWER-DRIVEN WOODWORKING MACHINE OCCUPATIONS (ORDER NO. 5)

The following occupations involved in the operation of power-driven woodworking machines:

(1) The occupation of operating power-driven woodworking machines including supervising or controlling the operation of such machines, feeding material into such machines, and helping the operator to feed material into such machines, but not including the placing of material on a moving chain or in a hopper or slide for automatic feeding.

(2) The occupations of setting up, adjusting, repairing, oiling, or cleaning power-driven woodworking machines.

(3) The operations of off-bearing from circular saws and from guillotine-action veneer clippers.

Definitions

(1) The term "power-driven woodworking machines" shall mean all fixed or portable machines or tools driven by power and used or designed for cutting, shaping, forming, surfacing,

nailing, stapling, wire stitching, fastening, or otherwise assembling, pressing, or printing wood or veneer.

(2) The term "off-bearing" shall mean the removal of material or refuse directly from a saw table or from the point of operation. Operations not considered as off-bearing within the intent of this section include: (a) The removal of material or refuse from a circular saw or guillotine-action veneer clipper where the material or refuse has been conveyed away from the saw table or point of operation by a gravity chute or by some mechanical means such as a moving belt or expulsion roller, and (b) the following operations when they do not involve the removal of material or refuse directly from a saw table or from the point of operation: the carrying, moving, or transporting of materials from one machine to another or from one part of a plant to another; the piling, stacking, or arranging of materials for feeding into a machine by another person; and the sorting, tying, bundling, or loading of materials.

Exemptions

The exemptions for apprentices and student-learners discussed on page 7 apply to this Order.

(Effective August 1, 1941. Amended November 13, 1942; February 18, 1944; July 12, 1944; October 31, 1945; September 27, 1946; November 24, 1951; and September 23, 1958.)

OCCUPATIONS INVOLVING EXPOSURE TO RADIOACTIVE SUBSTANCES AND TO IONIZING RADIATIONS (ORDER NO. 6)

Any work in any workroom in which (a) radium is stored or used in the manufacture of self-luminous compound; (b) self-luminous compound is made, processed, or packaged; (c) self-luminous compound is stored, used, or worked upon; (d) incandescent mantles are made from fabric and solutions containing thorium salts, or are processed or packaged; (e) other radioactive substances are present in the air in average concentrations exceeding 10 percent of the maximum permissible concentrations in the air recommended for occupational exposure by the National Committee on Radiation Protection, as set forth in the 40-hour week column of Table One of the National Bureau of Standards Handbook No. 69 entitled "Maximum Permissible Body Burdens and Maximum Permissible Concentrations of Radionuclides in Air and in Water for Occupational Exposure," issued June 5, 1959.

Any other work which involves exposure to ionizing radiations in excess of 0.5 rem per year.

Definitions

As used in this section: the term "self-luminous compound" shall mean any mixture of phosphorescent material and radium, mesothorium, or other radioactive element; the term "workroom" shall include the entire area bounded by walls of solid material and extending from floor to ceiling; the term "ionizing radiations" shall mean alpha and beta particles, electrons, protons, neutrons, gamma, and X-ray and all other radiations which produce ionizations directly or indirectly, but does not include electromagnetic radiations other than gamma and X-ray.

(Effective May 1, 1942. Amended July 9, 1949; June 23, 1957; August 14, 1958; and October 21, 1961.)

POWER-DRIVEN HOISTING APPARATUS OCCUPATIONS (ORDER NO. 7)

The following occupations involved in the operation of power-driven hoisting apparatus:

(1) Work of operating an elevator, crane, derrick, hoist, or high-lift truck, except operating an unattended automatic operation passenger elevator or an electric or air-operated hoist not exceeding 1 ton capacity.

(2) Work which involves riding on a manlift or on a freight elevator, except a freight elevator operated by an assigned operator.

(3) Work of assisting in the operation of a crane, derrick, or hoist performed by crane hookers, crane chasers, hookers-on, riggers, rigger helpers, and like occupations.

Definitions

The term "elevator" shall mean any power-driven hoisting or lowering mechanism equipped with a car or platform which moves in guides in a substantially vertical direction. The term shall include both passenger and freight elevators, (including portable elevators or tiering machines) but shall not include dumbwaiters.

The term "crane" shall mean a power-driven machine for lifting and lowering a load and moving it horizontally, in which the hoisting mechanism is an integral part of the machine. The term shall include all types of cranes, such as cantilever gantry, crawler, gantry, hammerhead, ingot-pouring, jib, locomotive, motor truck, overhead traveling, pillar jib, pintle, portal, semigantry, semiportal, storage bridge, tower, walking jib, and wall cranes.

The term "derrick" shall mean a power-driven apparatus consisting of a mast or equivalent members held at the top by guys or braces, with or without a boom, for use with a hoisting mechanism and operating ropes. The term shall include all types of derricks, such as A-frame, breast, Chicago boom, gin-pole, guy, and stiff-leg derricks.

The term "hoist" shall mean a power-driven apparatus for raising or lowering a load by the application of a pulling force that does not include a car or platform running in guides. The term shall include all types of hoists, such as base-mounted electric, clevis suspension, hook suspension, monorail, overhead electric, simple drum, and trolley suspension hoists.

The term "high-lift truck" shall mean a power-driven industrial type of truck used for lateral transportation that is equipped with a power-operated lifting device usually in the form of a fork or platform capable of tiering loaded pallets or skids one above the other. Instead of a fork, or platform, the lifting device may consist of a ram, scoop, shovel, crane, revolving fork, or other attachments for handling specific loads. The term shall mean and include high-lift trucks known under such names as forklifts, fork trucks, forklift trucks, tiering trucks, or stacking trucks, but shall not mean low-lift trucks or low-lift platform trucks that are designed for the transportation of, but not the tiering of, material.

The term "manlift" shall mean a device intended for the conveyance of persons which consists of platforms or brackets mounted on, or attached to, an endless belt, cable, chain or similar method of suspension; such belt, cable, or chain operating in a substantially vertical direction and being supported by and driven through pulleys, sheaves or sprockets at the top or bottom.

(Effective September 1, 1946. Amended September 30, 1950; and September 1, 1955.)

POWER-DRIVEN METAL FORMING, PUNCHING, AND SHEARING MACHINE OCCUPATIONS (ORDER NO. 8)

The occupations of operator of or helper on the following power-driven metal forming, punching, and shearing machines:

(1) All rolling machines, such as beading, straightening, corrugating, flanging, or bending rolls; and hot or cold rolling mills.

(2) All pressing or punching machines, such as punch presses except those provided with full automatic feed and ejection and with a fixed barrier guard to prevent the hands or fingers of the operator from entering the area between the dies; power presses; and plate punches.

(3) All bending machines, such as apron brakes and press brakes.

(4) All hammering machines, such as drop hammers and power hammers.

(5) All shearing machines, such as guillotine or squaring shears; alligator shears; and rotary shears.

The occupations of setting up, adjusting, repairing, oiling, or cleaning these machines including those with automatic feed and ejection.

Definitions

The term "operator" shall mean a person who operates a machine covered by this Order by performing such functions as starting or stopping the machine, placing materials into or removing them from the machine, or any other functions directly involved in operation of the machine.

The term "helper" shall mean a person who assists in the operation of a machine covered by this Order by helping place materials into or remove them from the machine.

The term "forming, punching, and shearing machines," shall mean power-driven metal-working machines, other than machine tools, which change the shape of or cut metal by means of tools, such as dies, rolls, or knives which are mounted on rams, plungers, or other moving parts. Types of forming, punching, and shearing machines enumerated in this section are the machines to which the designation is by custom applied.

Exemptions

The exemptions for apprentices and student-learners discussed on page 7 apply to this Order.

(Effective October 30, 1950. Amended September 23, 1958, and November 15, 1960.)

OCCUPATIONS IN CONNECTION WITH MINING, OTHER THAN COAL (ORDER NO. 9)

All occupations in connection with mining, other than coal, except the following:

(1) Work in offices, in the warehouse or supply house, in the change house, in the laboratory, and in repair or maintenance shops not located underground.

(2) Work in the operation and maintenance of living quarters.

(3) Work outside the mine in surveying, in the repair and maintenance of roads, and in general clean-up about the mine property such as clearing brush and digging drainage ditches.

(4) Work of track crews in the building and maintaining of sections of railroad track located in those areas of open-cut metal mines where mining and haulage activities are not being conducted at the time and place that such building and maintenance work is being done.

(5) Work in or about surface placer mining operations other than placer dredging operations and hydraulic placer mining operations.

(6) The following work in metal mills other than in mercury-recovery mills or mills using the cyanide process:

(a) Work involving the operation of jigs, sludge tables, flotation cells, or drier-filters.

(b) Work of hand sorting at picking table or picking belt.
(c) General cleanup work.

Provided, however, that nothing in this section shall be construed as permitting employment of minors in any occupation prohibited by any other hazardous occupations order issued by the Secretary of Labor.

Definitions

As used in this section: The term "all occupations in connection with mining, other than coal" shall mean all work performed underground in mines and quarries; on the surface at underground mines and underground quarries; in or about open-cut mines, open quarries, clay pits, and sand and gravel operations; at or about placer mining operations; at or about dredging operations for clay, sand or gravel; at or about bore-hole mining operations; in or about all metal mills, washer plants, or grinding mills reducing the bulk of the extracted minerals: and at or about any other crushing, grinding, screening, sizing, washing or cleaning operations performed upon the extracted minerals except where such operations are performed as a part of a manufacturing process. The term shall not include work performed in subsequent manufacturing or processing operations, such as work performed in smelters, electro-metallurgical plants, refineries, reduction plants, cement mills, plants where quarried stone is cut, sanded and further processed, or plants manufacturing clay, glass, or ceramic products. Neither shall the term include work performed in connection with coal mining, in petroleum production, in natural-gas production, nor in dredging operations which are not a part of mining operations, such as dredging for construction or navigation purposes.

(Effective January 6, 1951.)

OCCUPATIONS INVOLVING SLAUGHTERING, MEAT-PACKING OR PROCESSING, OR RENDERING (ORDER NO. 10)

The following occupations in or about slaughtering and meat-packing establishments, rendering plants, or wholesale, retail or service establishments:

(1) All occupations on the killing floor, in curing cellars, and in hide cellars, except the work of messengers, runners, hand-truckers, and similar occupations which require entering such workrooms or workplaces infrequently and for short periods of time.
(2) All occupations involved in the recovery of lard and oils, except packaging and shipping of such products and the operation of lard-roll machines.
(3) All occupations involved in tankage or rendering of dead animals, animal offal, animal fats, scrap meats, blood, and bones into stock feeds, tallow, inedible greases, fertilizer ingredients, and similar products.

(4) All occupations involved in the operation or feeding of the following power-driven meat-processing machines, including the occupation of setting-up, adjusting, repairing, oiling, or cleaning such machines: meat patty forming machines, meat and bone cutting saws, knives (except bacon-slicing machines), head splitters, and guillotine cutters; snout pullers and jaw pullers; skinning machines; horizontal rotary washing machines; casing-cleaning machines such as crushing, stripping, and finishing machines; grinding, mixing, chopping, and hashing machines; and presses (except belly-rolling machines).

(5) All boning occupations.

(6) All occupations that involve the pushing or dropping of any suspended carcass, half carcass, or quarter carcass.

(7) All occupations involving hand-lifting or hand-carrying any carcass or half carcass of beef, pork, or horse, or any quarter carcass of beef or horse.

Definitions

The term "slaughtering and meat-packing establishments" shall mean places in or about which cattle, calves, hogs, sheep, lambs, goats, or horses are killed, butchered, or processed. The term shall also include establishments which manufacture or process meat products or sausage casings from such animals.

The term "rendering plants" shall mean establishments engaged in the conversion of dead animals, animal offal, animal fats, scrap meats, blood, and bones into stock feeds, tallow, inedible greases, fertilizer ingredients, and similar products.

The term "killing floor" shall include that workroom or workplace where cattle, calves, hogs, sheep, lambs, goats, or horses are immobilized, shackled, or killed, and the carcasses are dressed prior to chilling.

The term "curing cellar" shall include that workroom or workplace which is primarily devoted to the preservation and flavoring of meat by curing materials. It does not include that workroom or workplace where meats are smoked.

The term "hide cellar" shall include that workroom or workplace where hides are graded, trimmed, salted, and otherwise cured.

The term "boning occupations" shall mean the removal of bones from meat cuts. It shall not include work that involves cutting, scraping, or trimming meat from cuts containing bones.

Exemptions

This Order shall not apply to the killing and processing of poultry, rabbits, or small game in areas physically separated from the killing floor.

The exemptions for apprentices and student-learners discussed on page 7 apply to this Order.

(Effective May 8, 1952. Amended November 15, 1960; December 27, 1962; and December 30, 1963.)

POWER-DRIVEN BAKERY MACHINE OCCUPATIONS (ORDER NO. 11)

The following occupations involved in the operation of power-driven bakery machines:

(1) The occupations of operating, assisting to operate, or setting up, adjusting, repairing, oiling, or cleaning any horizontal or vertical dough mixer; batter mixer; bread dividing, rounding, or molding machine; dough brake; dough sheeter; combination bread slicing and wrapping machine; or cake cutting band saw.

(2) The occupation of setting up or adjusting a cooky or cracker machine.

(Effective July 21, 1952. Amended November 15, 1960.)

POWER-DRIVEN PAPER-PRODUCTS MACHINE OCCUPATIONS (ORDER NO. 12)

The occupations of operating or assisting to operate any of the following power-driven paper-products machines:

(1) Arm-type wire stitcher or stapler, circular or band saw, corner cutter or mitering machine, corrugating and single- or double-facing machine, envelope die-cutting press, guillotine paper cutter or shear, horizontal bar scorer, laminating or combining machine, sheeting machine, scrap-paper baler, or vertical slotter.

(2) Platen die-cutting press, platen printing press, or punch press which involves hand feeding of the machine.

The occupations of setting up, adjusting, repairing, oiling, or cleaning these machines including those which do not involve hand feeding.

Definitions

The term "operating or assisting to operate" shall mean all work which involves starting or stopping a machine covered by this Order, placing materials into or removing them from the machine, or any other work directly involved in operating the machine.

The term "paper-products machine" shall mean power-driven machines used in the remanufacture or conversion of paper or pulp into a finished product. The term is understood to apply to such machines whether they are used in establishments that manufacture converted paper or pulp products, or in any other type of manufacturing or nonmanufacturing establishment.

Exemptions

The exemptions for apprentices and student-learners discussed on page 7 apply to this Order.

(Effective September 11, 1954. Amended September 23, 1958, and November 15, 1960.)

OCCUPATIONS INVOLVED IN THE MANUFACTURE OF BRICK, TILE, AND KINDRED PRODUCTS (ORDER NO. 13)

The following occupations involved in the manufacture of clay construction products and of silica refractory products:

(1) All work in or about establishments in which clay construction products are manufactured, except (a) work in storage and shipping; (b) work in offices, laboratories, and storerooms; and (c) work in the drying departments of plants manufacturing sewer pipe.

(2) All work in or about establishments in which silica brick or other silica refractories are manufactured, except work in offices.

(3) Nothing in this section shall be construed as permitting employment of minors in any occupation prohibited by any other hazardous occupations order issued by the Secretary of Labor.

Definitions

The term "clay construction products" shall mean the following clay products: Brick, hollow structural tile, sewer pipe and kindred products, refractories, and other clay products such as architectural terra cotta, glazed structural tile, roofing tile, stove lining, chimney pipes and tops, wall coping, and drain tile. The term shall not include the following non-structural-bearing clay products: Ceramic floor and wall tile, mosaic tile, glazed and enameled tile, faience, and similar tile, nor shall the term include nonclay construction products such as sand-lime brick, glass brick, or nonclay refractories.

The term "silica brick or other silica refractories" shall mean refractory products produced from raw materials containing free silica as their main constituent.

(Effective September 1, 1956.)

OCCUPATIONS INVOLVED IN THE OPERATION OF POWER-DRIVEN CIRCULAR SAWS, BAND SAWS, AND GUILLOTINE SHEARS (ORDER NO. 14)

The occupations of operator of or helper on the following power-driven fixed or portable machines except machines equipped with full automatic feed and ejection:

(1) Circular saws.

(2) Band saws.

(3) Guillotine shears.

The occupations of setting up, adjusting, repairing, oiling, or cleaning circular saws, band saws, and guillotine shears.

Definitions

The term "operator" shall mean a person who operates a machine covered by this Order by performing such functions as starting or stopping the machine, placing materials into or removing them from the machine, or any other functions directly involved in operation of the machine.

The term "helper" shall mean a person who assists in the operation of a machine covered by this Order by helping place materials into or remove them from the machine.

The term "machines equipped with full automatic feed and ejection" shall mean machines covered by this Order which are equipped with devices for full automatic feeding and ejection and with a fixed barrier guard to prevent completely the operator or helper from placing any part of his body in the point-of-operation area.

The term "circular saw" shall mean a machine equipped with a thin steel disc having a continuous series of notches or teeth on the periphery, mounted on shafting, and used for sawing materials.

The term "bandsaw" shall mean a machine equipped with an endless steel band having a continuous series of notches or teeth, running over wheels or pulleys, and used for sawing materials.

The term "guillotine shear" shall mean a machine equipped with a movable blade operated vertically and used to shear materials. The term shall not include other types of shearing machines, using a different form of shearing action, such as alligator shears or circular shears.

Exemptions

The exemptions for apprentices and student-learners discussed on page 7 apply to this Order.

(Effective November 15, 1960.)

OCCUPATIONS INVOLVED IN WRECKING, DEMOLITION, AND SHIPBREAKING OPERATIONS (ORDER NO. 15)

All occupations in wrecking, demolition, and shipbreaking operations.

Definitions

The term "wrecking, demolition, and shipbreaking operations" shall mean all work, including cleanup and salvage work, performed at the site of the total or partial razing, demolishing, or dismantling of a building, bridge, steeple, tower, chimney, other structure, ship or other vessel.

(Effective November 15, 1960.)

OCCUPATIONS IN ROOFING OPERATIONS (ORDER NO. 16)

All occupations in roofing operations.

Definitions

The term "roofing operations" shall mean all work performed in connection with the application of weatherproofing materials and substances (such as tar or pitch, asphalt prepared paper, tile, slate, metal, translucent materials, and shingles of asbestos, asphalt or wood) to roofs of buildings or other structures. The term shall also include all work performed in connection with: (1) The installation of roofs, including related metal work such as flashing and (2) alterations, additions, maintenance, and repair, including painting and coating, of existing roofs. The term shall not include gutter and downspout work; the construction of the sheathing or base of roofs; or the installation of television antennas, air conditioners, exhaust and ventilating equipment, or similar appliances attached to roofs.

Exemptions

The exemptions for apprentices and student-learners discussed on page 7 apply to this Order.

(Effective February 5, 1962.)

OCCUPATIONS IN EXCAVATION OPERATIONS (ORDER NO. 17)

The following occupations in excavation operations:

(1) Excavating, working in, or backfilling (refilling) trenches, except (a) manually excavating or manually backfilling trenches that do not exceed four feet in depth at any point, or (b) working in trenches that do not exceed four feet in depth at any point.

(2) Excavating for buildings or other structures or working in such excavations, except (a) manually excavating to a depth not exceeding four feet below any ground surface adjoining the excavation, or (b) working in an excavation not exceeding such depth, or (c) working in an excavation where the side walls are shored or sloped to the angle of repose.

(3) Working within tunnels prior to the completion of all driving and shoring operations.

(4) Working within shafts prior to the completion of all sinking and shoring operations.

Exemptions

The exemptions for apprentices and student-learners discussed on page 7 apply to this Order.

(Effective May 9, 1963.)

CHILD LABOR REGULATION NO. 3

EMPLOYMENT OF 14- AND 15-YEAR-OLD MINORS IS LIMITED

to certain occupations under conditions which do not interfere with their schooling, health, or well-being.

14- AND 15-YEAR-OLD MINORS MAY **NOT** *BE EMPLOYED:*

DURING SCHOOL HOURS.
BETWEEN 7 p.m. and 7 a.m. (time is measured according to local standards).
MORE THAN 3 HOURS A DAY—on school days.
MORE THAN 18 HOURS A WEEK—in school weeks.
MORE THAN 8 HOURS A DAY—on nonschool days.
MORE THAN 40 HOURS A WEEK—in nonschool weeks.

PERMITTED OCCUPATIONS FOR 14- and 15-YEAR-OLD MINORS IN RETAIL, FOOD SERVICE, AND GASOLINE SERVICE ESTABLISHMENTS

14- AND 15-YEAR-OLD MINORS MAY BE EMPLOYED IN—

(1) OFFICE and CLERICAL WORK (including operation of office machines).
(2) CASHIERING, SELLING, MODELING, ART WORK, WORK IN ADVERTISING DEPARTMENTS, WINDOW TRIMMING and COMPARATIVE SHOPPING.
(3) PRICE MARKING and TAGGING by hand or by machine, ASSEMBLING ORDERS, PACKING and SHELVING.
(4) BAGGING and CARRYING OUT CUSTOMERS' ORDERS.
(5) ERRAND and DELIVERY WORK by foot, bicycle, and public transportation.
(6) CLEAN UP WORK, including the use of vacuum cleaners and floor waxers, and MAINTENANCE of GROUNDS, but not including the use of power-driven mowers or cutters.
(7) KITCHEN WORK and other work involved in preparing and serving food and beverages, including the operation of machines and devices used in the performance of such work, such as but not limited to, dish-washers, toasters, dumbwaiters, popcorn poppers, milk shake blenders, and coffee grinders.
(8) WORK IN CONNECTION WITH CARS and TRUCKS if confined to the following:
    Dispensing gasoline and oil.
    Courtesy service.
    Car cleaning, washing and polishing.
    Other occupations permitted by this section.

BUT NOT INCLUDING WORK:

Involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.

(9) CLEANING VEGETABLES and FRUITS, and WRAPPING, SEALING, LABELING, WEIGHING, PRICING and STOCKING GOODS when performed in areas physically separate from areas where meat is prepared for sale and outside freezers or meat coolers.

IN ANY OTHER PLACE OF EMPLOYMENT

14- AND 15-YEAR-OLD MINORS MAY BE EMPLOYED IN

Any occupation EXCEPT the excluded occupations listed below:

14- AND 15-YEAR-OLD MINORS MAY **NOT** *BE EMPLOYED IN*

(1) Any MANUFACTURING occupation.
(2) Any MINING occupation.
(3) PROCESSING occupations (except in a retail, food service, or gasoline service establishment in those specific occupations expressly permitted there in accordance with the foregoing list).
(4) Occupations requiring the performance of any duties IN WORKROOMS OR WORKPLACES WHERE GOODS ARE MANUFACTURED, MINED, OR OTHERWISE PROCESSED (except to the extent expressly permitted in retail, food service, or gasoline service establishments in accordance with the foregoing list).
(5) PUBLIC MESSENGER SERVICE.
(6) OPERATION OR TENDING of HOISTING APPARATUS or of ANY POWER-DRIVEN MACHINERY (other than office machines and machines in retail, food service, and gasoline service establishments which are specified in the foregoing list as machines which such minors may operate in such establishments).
(7) ANY OCCUPATIONS FOUND AND DECLARED TO BE HAZARDOUS.

(8) OCCUPATIONS IN CONNECTION WITH:

(a) TRANSPORTATION of persons or property by rail, highway, air, on water, pipeline or other means.
(b) WAREHOUSING and STORAGE
(c) COMMUNICATIONS and PUBLIC UTILITIES
(d) CONSTRUCTION (including repair)

Except Office or Sales Work in connection with these Occupations (not performed on transportation media or at the actual construction site).

(9) ANY OF THE FOLLOWING OCCUPATIONS IN A RETAIL, FOOD SERVICE, OR GASOLINE SERVICE ESTABLISHMENT:

(a) WORK performed IN or ABOUT BOILER or ENGINE ROOMS.
(b) Work in connection with MAINTENANCE or REPAIR OF THE ESTABLISHMENT, MACHINES or EQUIPMENT.
(c) OUTSIDE WINDOW WASHING that involves working from window sills, and all work requiring the use of LADDERS, SCAFFOLDS or their substitutes.
(d) COOKING (except at soda fountains, lunch counters, snack bars, or cafeteria serving counters) and BAKING.
(e) Occupations which involve OPERATING, SETTING UP, ADJUSTING, CLEANING, OILING, or REPAIRING power-driven FOOD SLICERS and GRINDERS, FOOD CHOPPERS and CUTTERS, and BAKERY-TYPE MIXERS.
(f) Work in FREEZERS and MEAT COOLERS and all work in PREPARATION OF MEATS for sale (except wrapping, sealing, labeling, weighing, pricing and stocking when performed in other areas).
(g) LOADING and UNLOADING GOODS to and from trucks, railroad cars or conveyors.
(h) All occupations in WAREHOUSES except office and clerical work.

AGE CERTIFICATES

An employer can protect himself from unintentional violation of the minimum-age provisions by obtaining and keeping on file an AGE OR EMPLOYMENT CERTIFICATE for each minor employed, showing the minor to be of the age established for the occupation in which he is employed. Employers should obtain such a certificate and have it on file before the minor starts work.

Age or employment certificates, sometimes called work permits or working papers, issued under State child-labor laws are accepted as proof of age in 45 States, the District of Columbia, and Puerto Rico. Special arrangements for proof of age have been made in Alaska. In 4 States—Idaho, Mississippi, South Carolina, and Texas—Federal certificates of age are issued by the Wage and Hour and Public Contracts Divisions.

Age certificates have the twofold purpose of (1) protecting minors from harmful employment as defined by the child-labor provisions of the act; and (2) protecting employers from unintentional violation of the minimum-age provisions of the act by furnishing them with reliable proof of age for minors employed in their establishment. This protection is specifically authorized by the act.

To make sure that the minors in their employ are of legal age under the act, employers are urged to obtain an age certificate for every minor claiming to be under 18 years of age before employing him in any occupation, and for every minor claiming to be 18 or 19 years of age before employing him in any of the nonagricultural occupations declared hazardous.

The age certificate protects the employer only if it shows the minor to be of the legal age for the occupation in which he is employed.

If an employer has any difficulty in obtaining age certificates for minors he wishes to employ, he should notify the nearest office of the Wage and Hour and Public Contracts Divisions (see pp. 29 and 30) or the Bureau of Labor Standards, U.S. Department of Labor, Washington, D.C., 20210.

PENALTIES FOR VIOLATION

The act provides, in the case of willful violation, for a fine up to $10,000; or for a second offense, committed after the conviction of such person for a similar offense, for a fine of not more than $10,000, or imprisonment for not more than 6 months, or both. The Secretary of Labor may also ask a Federal district court to restrain future violations of the child-labor provisions of the act by injunction.

OTHER CHILD-LABOR LAWS

I. **State laws.**—Every State has a child-labor law, and all but three have a compulsory school attendance law. Whenever a State standard differs from a Federal standard, the higher standard must be observed.

II. **Walsh-Healey Public Contracts Act.**—The Walsh-Healey Public Contracts Act, which applies to manufacturers or dealers contracting to manufacture or supply materials valued in excess of $10,000 for the United States Government, requires that no boy under 16 and no girl under 18 years of age shall be employed in any work

performed under the contract. (Office employees engaged in office work relating generally to the operation of the business and not engaged in or connected with the manufacture or providing of the materials, supplies, articles or equipment are not covered by this act.) This act provides a penalty of $10 a day for each day each minor is knowingly employed contrary to the minimum ages of this act.

III. The Sugar Act of 1948.—The Sugar Act contains certain provisions with which producers engaged in the production and harvesting of sugar beets or sugarcane must comply in order to obtain maximum benefit payments. These provisions include a minimum age of 14 years for employment and a maximum 8-hour day for children between 14 and 16 years of age. Members of the immediate family of the legal owner of at least 40 percent of the crop at the time the work is performed are exempted from these provisions. During school hours, however, the higher age standard of 16 set by the Fair Labor Standards Act would be controlling.

WHERE TO OBTAIN FURTHER INFORMATION

Offices of the Divisions are located in:

State	*Regional Office*	*Field Office*
Alabama	Birmingham	Birmingham, Mobile, Montgomery
Alaska	San Francisco, Calif.	Anchorage*
Arizona	San Francisco, Calif.	Phoenix
Arkansas	Birmingham, Ala.	Little Rock
California	San Francisco	Hollywood, Long Beach, Los Angeles, Oakland, Sacramento, San Francisco, Whittier
Colorado	Kansas City, Mo.	Denver
Connecticut	Boston, Mass.	Hartford
Delaware	Chambersburg, Pa.	Philadelphia, Pa.
District of Columbia	Chambersburg, Pa.	College Park, Md.
Florida	Atlanta, Ga.	Jacksonville, Miami, North Miami, Tampa
Georgia	Atlanta	Atlanta, Columbus, Hapeville, Savannah
Hawaii	San Francisco, Calif.	Honolulu
Idaho	San Francisco, Calif.	Portland, Oregon
Illinois	Chicago	Chicago, Springfield
Indiana	Chicago, Ill.	Indianapolis, South Bend
Iowa	Kansas City, Mo.	Des Moines
Kansas	Kansas City, Mo.	Wichita
Kentucky	Nashville, Tenn.	Lexington, Louisville
Louisiana	Birmingham, Ala.	Baton Rouge, New Orleans, Shreveport
Maine	Boston, Mass.	Portland
Maryland	Chambersburg, Pa.	Baltimore, College Park
Massachusetts	Boston	Boston, Springfield
Michigan	Chicago, Ill.	Detroit, Grand Rapids
Minnesota	Chicago, Ill.	Minneapolis
Mississippi	Birmingham, Ala.	Jackson
Missouri	Kansas City	Kansas City, St. Louis

**Field station.*

State	*Regional Office*	*Field Office*
Montana	Kansas City, Mo.	Salt Lake City, Utah
Nebraska	Kansas City, Mo.	Omaha
Nevada	San Francisco, Calif.	Sacramento, Calif.
New Hampshire	Boston, Mass.	Manchester
New Jersey	New York, N.Y.	Newark, Paterson, Trenton
New Mexico	Dallas, Tex.	Albuquerque
New York	New York	Bronx, Brooklyn, Buffalo, Hempstead, New York, Syracuse
North Carolina	Atlanta, Ga.	Charlotte, Greensboro, Raleigh
North Dakota	Kansas City, Mo.	Sioux Falls, S. Dak.
Ohio	Chicago, Ill.	Cincinnati, Cleveland, Columbus
Oklahoma	Dallas, Tex.	Oklahoma City, Tulsa
Oregon	San Francisco, Calif.	Portland
Pennsylvania	Chambersburg	Harrisburg, McKeesport, Philadelphia, Pittsburgh, Wilkes-Barre
Rhode Island	Boston, Mass.	Providence
South Carolina	Atlanta, Ga.	Columbia
South Dakota	Kansas City, Mo.	Sioux Falls
Tennessee	Nashville	Knoxville, Memphis, Nashville
Texas	Dallas	Corpus Christi, Dallas, El Paso, Fort Worth, Houston, San Antonio, Waco
Utah	Kansas City, Mo.	Salt Lake City
Vermont	Boston, Mass.	Springfield, Mass.
Virginia	Nashville, Tenn.	Richmond, Roanoke
Washington	San Francisco, Calif.	Seattle
West Virginia	Nashville, Tenn.	Charleston, Clarksburg
Wisconsin	Chicago, Ill.	Madison, Milwaukee
Wyoming	Kansas City, Mo.	Salt Lake City, Utah
Puerto Rico	Santurce	Mayaguez, Santurce
Canal Zone Virgin Islands	Santurce, P.R.	
Guam Wake Island American Samoa	San Francisco, Calif.	Honolulu, Hawaii

U.S. GOVERNMENT PRINTING OFFICE: 1967 O—245-354